



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INVESTMENT OFFICER I, CalSTRS

\$3,185.00 - \$6,050.00

COMMUNITY PROGRAMS AND POLICY INITIATIVES BRANCH

CALIFORNIA ORGANIZED INVESTMENT NETWORK (COIN)

SACRAMENTO/LOS ANGELES

Multiple Positions

Limited Term – 24 months*

RESPONSIBILITIES:

Under the supervision of the Deputy Commissioner, Community Programs and Policy Initiatives Branch and the leadership of an Investment Officer III, the Investment Officer I, CalSTRS serves on a team providing investment consultation between the California Department of Insurance (CDI), the insurance industry, investment funds, community development organizations, and community advocates. Facilitates COIN's Community Development Financial Institutional (CDFI) Tax Credit Program. Researches and compiles investment data; analyzes and evaluates investment risks, and reports findings and recommendations to COIN leadership, insurers, and non-profit and for-profit organizations in support of CDI and COIN's mission, vision, and strategic objectives. The position requires a high degree of quantitative aptitude, investment knowledge, communication skills, and integrity.

The tasks are performed using a personal computer and Microsoft (MS) Word, Excel, Access, PowerPoint, Outlook, as well as investment and economic impact software programs that require a high degree of technical skill.

DESIRABLE QUALIFICATIONS:

- Possess strong analytical and critical thinking skills
- Demonstrated ability to exercise sound judgment
- Ability to draft legislation, investment summaries, and quarterly and annual program report proficiency with Microsoft Office software programs: Word, Excel, Access and PowerPoint
- Demonstrated ability to create and manage sophisticated financial tools including, but not limited to, pivot tables, charts, regressions, Monte Carlo and/or Black Shoals
- Two or more years of experience performing company/fund/investment valuations using public company comparables, precedent transactions and discounted cash flow models.
- Proficiency in creating five-year financial projections for tax credits, loans, equity-like debt instruments, and equity investments
- Publication in an academic or professional journal
- Proficiency with Bloomberg, IMPLAN, and NAIC software

04/08/14 NT

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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- Ability to interact successfully in a team environment
- Demonstrated ability to express ideas and information clearly, accurately, and in an organized manner both verbally and in writing
- Tact, initiative, and flexibility
- Ability to work in a high-rise building
- Ability to multi-task with changing priorities
- Ability to meet multiple deadlines
- Willingness to travel statewide, out of state, and overnight by car, bus, train and airplane

WHO MAY APPLY:

Applications will be accepted from current State employees at the Investment Officer I level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

****This position is limited term for twenty-four (24) months - may become permanent***

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Investment Officer I, PSN # 413-184-7338-xxx or 413-384-7338-xxx" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3316 or Nicole.terrell@insurance.ca.gov.

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FINAL FILING DATE: Monday, April 21, 2014 – Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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